



The Deputy Secretary of Energy

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MEMORANDUM FOR ALL SECRETARIAL OFFICERS AND FIELD OFFICE MANAGERS

FROM: T. J. GLAUTHIER /S/

SUBJECT: FIELD MANAGEMENT COUNCIL APPROVAL OF DATA CALLS AND POLICIES

The Field Management Council (FMC) review process has been increasingly successful in ensuring that data requests and policy direction that affect the field have been coordinated with the appropriate Lead Program Secretarial Officers (LPSO). However, there still have been reports of some confusion leading to the field's implementing headquarters' staff office direction without its having been reviewed by the Field Management Council and approved by me as Chief Operating Officer.

If it hasn't been approved by me, send it back!

The intent of the Secretary's April 21, 1999, memorandum, "Changes to the Departmental Management Structure" was to ensure: (1) headquarters' staff and support offices are responsible for policy, directives and matrix support; (2) LPSOs have the line responsibility for running the field programs and implementing those policies. To maintain this relationship between line and staff offices, and to facilitate effective and disciplined issuance of new policies, directives, and data requests of the line organizations by staff offices, the FMC was directed to review all such proposals before I approve them.

To help clarify the status of such items, I am directing that they be clearly labeled as one of the following:

1. Items that have been approved by me as Chief Operating Officer following an FMC review,
2. Items being circulated by a staff office for comment prior to being submitted to the FMC, or
3. Items being circulated by the FMC Secretariat for FMC review.

Let me be clear: all staff and support office policy and guidance which impact the field will first flow through the Council. The FMC Secretariat will inform all its points of contact once an item has been approved. A field office or site that receives a data call or guidance from a headquarters staff office that has not been approved by me or the Secretary, should immediately notify its LPSO. The field and site offices should not implement such a data call or guidance.

I hope these additional measures will avoid future confusion and help us all to work more efficiently.